

Uplink Employer Self Service

New Employer Registration



Using Uplink will provide you with many benefits. Through the Uplink Employer Self Service System, you now have access to on-line services, 24 hours a day, 7 days a week.

Uplink allows you to do the following on-line:

- Register as a new employer
- Maintain unemployment insurance account information
- Review account status information



Additional options in Uplink allow you to:

- Assign correspondence agents and external users to assist with account maintenance
- Submit quarterly unemployment insurance contribution and wage reports
- Make payments via e-check, credit card, or payment voucher

Uplink Employer Self Service provides you with immediate access to services and information.



This is the logon screen for accessing Uplink Employer Self-Service. By providing a username and password, you can gain access to your account to review and update your account information.

If you are a new user, click the 'New User' button, or the link on the navigation pane, to start the account creation process.

The Important Information section at the top right portion of the screen will provide you with information about the kinds of activities you can complete by using Uplink Employer Self-Service.

You will return to this screen again after logging off the Employer Self-Service system.

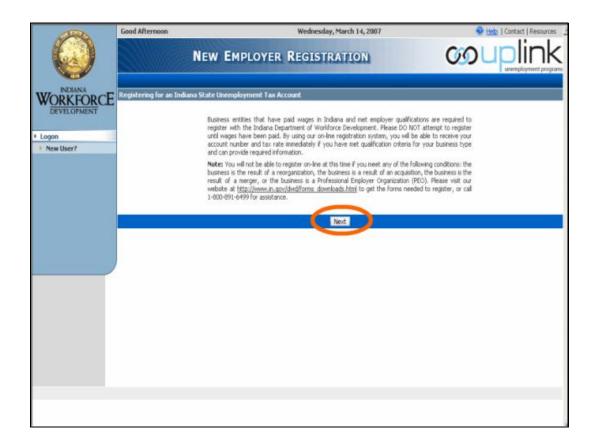
Uplink Helpful Hints ~If you've forgotten your username or password, buttons are 'up front and center' to help you get answers. You can also click the ?Help button at the top right of the screen for more information.



You will reach this screen when you click the 'New User' button on the Logon screen. On this screen you are asked to register as a UI (unemployment insurance) Employer or as an Agent. You are asked to make your selection from the drop-down box choices using the list arrow.

Click on the 'No' button if you do not have an existing SUTA account number.

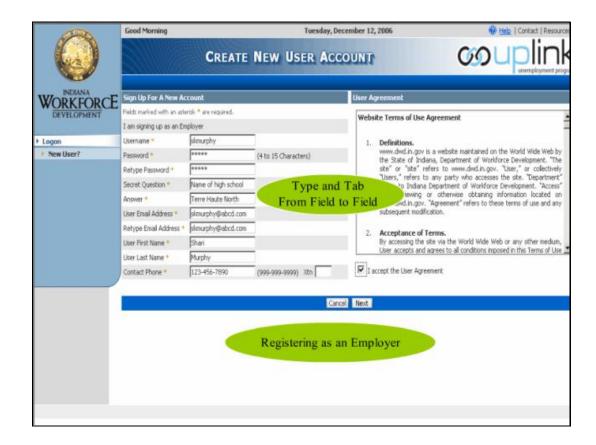
Uplink Helpful Hints ~If you see an underlined word or phrase on the screen you can click on that text to access the Help system and learn more about that term.



Reading the text displayed on this screen allows you to determine if you are eligible to register online or must contact DWD first. You must click on the 'Next' button to advance to the next screen.



This screen lists the information you should have available prior to beginning your registration process. Once you have all the necessary information you can click on the 'Register Now' button to begin the new employer registration process.



Creating a new Uplink user account starts with basic information such as a personalized username, password, and security question. Don't forget to read and click the check box to Accept the User Agreement.

Now that you have created your username and password, click on the 'Next' button to return to the Employer Self Service Logon screen. After entering your username and password and clicking the 'Logon' button you can continue your registration process.

Both employers and agents can register in Uplink.

Uplink Helpful Hints ~The orange asterisks * indicate required entry fields.



On this screen you will need to enter your FEIN (Federal Employer Identification Number) to begin creating a new account. If you need a new FEIN there is a link provided that will take you to the IRS website. The entry of a FEIN is required prior to proceeding with the registration process.

Uplink Helpful Hints ~Notice the left navigation bar; the orange arrow lets you know which screen you are working on, and your progress within each section.



On this screen you are asked several qualifying questions to determine which type of account you need to establish. You select the 'Yes/No' buttons to provide your answers. Please answer all that apply to your business or organization. If none of the questions apply to your business you can advance to the next screen by clicking on the 'Next' button. Based on your answers the Uplink system may ask you additional questions related to your registration.

Uplink Helpful Hints ~The left navigation bar gives you a topic preview of the upcoming screens.



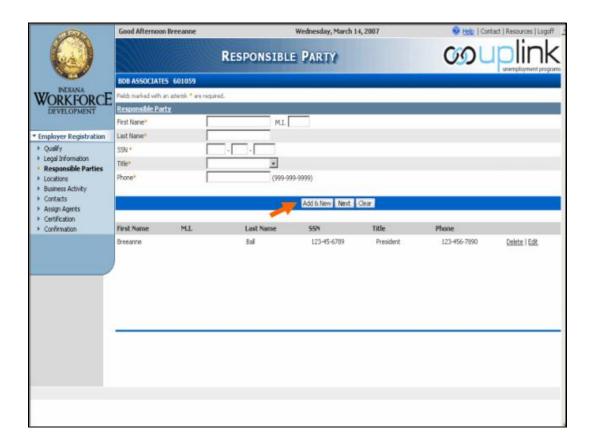
Additional qualifying questions are asked on this screen to make sure you meet the requirements to register for a new account. Please select 'Yes' to the first scenario which applies to your business or organization (only respond to one scenario). The phrase 'payroll began' refers to the payroll period in which the qualifying event occurred, not the first date wages were paid.

Uplink Helpful Hints ~Click on the Contact link at the top right of the screen to access helpful telephone numbers at DWD.

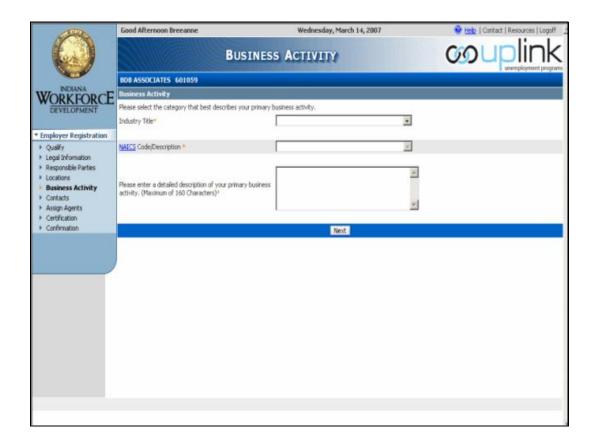


On this screen you will enter legal information about your business or organization. You are also asked to enter information about your primary mailing address.

Uplink Helpful Hints ~You may click on the calendar icon to select your dates instead of entering them manually.



Information about Responsible Parties is the next step in your registration process. You are asked to provide first name, last name, social security number, title, and phone number of the responsible party, and then click on the 'Add & New' button to add the information to the bottom section of the pane. There must be at least one responsible party assigned to the account.



On this screen you are asked to select the category industry title that best describes your primary business activity; enter the NAICS code/description; and enter a detailed description of your primary business activity.

*This screen is not able to be modified once set.



This screen allows you to enter contact information, for those who can answer questions or clarifications relating to your account, into the text boxes in the top pane of the screen. Click on the 'Add & New' button to add them to the list at the bottom of the screen. The contact title is assigned by using the list arrow to select the appropriate job title from the drop-down list.

Accounts must always maintain at least one contact person with the title of Registration Contact.



Additional business locations can be added on this screen by entering the address information and then clicking on the 'Add & New' button. The information is then added to the bottom section of the pane. Address line entries are limited to 40 characters per line.



This screen allows you to assign a correspondence agent as your representative to receive correspondence relating to appeals, benefits, and/or tax from the Indiana Department of Workforce Development. Clicking on the Agent Details 'Search' link allows you to choose from a list of agents registered with the state. Once you select and assign an agent they are added to the Correspondence Agents section of the screen.

If your agent is not on the list, they must go into the Uplink system and register. Once they are registered you will be able to select them from the list.

After selecting and assigning your correspondence agent you can continue with the registration process by clicking on the 'Next' button. If you do not have a correspondence agent you can skip this screen by clicking the 'Next' button.

Uplink Helpful Hints ~Click on the Resources link at the top right of the screen to access helpful links relating to unemployment insurance.



Certification is an important part of your registration process. On this screen you must review all of the information you entered and then click the check box to certify the information is correct. This screen will only be seen by you when you first register. If changes to the information you have entered are necessary, you can click on a section 'Edit' button which will return you to the screen you wish to correct. Upon completing your changes and clicking the 'Next' button you will be returned to this screen showing the updated information.

You should print your certification page before submitting your registration. The 'Print' button is located at the top right of the registration summary area.

Once you have checked your information and certified it is correct you may click on the 'Submit Registration' button. There is also a 'Cancel' button located here if you wish to return at a later time to submit your registration. After submitting your registration you will see a confirmation screen. This will complete your new registration process.

Uplink Helpful Hints ~Dates should be entered using the MM/DD/YYYY format.



This is the confirmation page you will see when completing your registration process. It provides you with a confirmation number for reference, and lists the employer legal name, account number, initial UI tax rate and the date and time of registration.

You may now click on the 'Home' button to return to the employer home page. If you have any reports due, the Smart Links on the right side of the home page will take you to the quarterly reporting options page.

You are advised to print this page and keep for your records. The 'Print' button is at the top of the screen.



The Employer Summary screen is the home page for Uplink Employer Self-Service and is where you will begin after logging into the system. This screen provides a summary of important activity on your account. You can access this page by clicking on the 'Home' menu item on the navigation bar from any screen.

Smart Links to additional account information are available in this pane also. The Smart Links will notify you of any reports that are due or past due and will link you to the appropriate screens to enable you to take action.

Uplink Helpful Hints ~Once on this screen you can use the navigation pane to move to other items in the employer summary topic list.



Thank you for viewing this informational document on Uplink Employer Self Service New Employer Registration. If you experience any difficulties or have additional questions you may contact the DWD Call Center at 1-800-437-9136.